

**Curriculum Committee Meeting
Nov. 11, 2016 – Approved Minutes**

Present: Chana Baker, Michele Watson, Adam Beatty, Rosemary Ketchum, Tracy Jenkins, Kathy Herrington (chair), Greg Winland (by phone), Lisa Soly (by phone), Korene Silvestri, Janet Fike, Hope Coffield, Joyce Britt, Mary Ann Merz, Mary Marlin

Presenters: Linda Shelek (by phone), Dave Raveaux

Excused: Scott Owen, Misty Kahl, Carry DeAtley

Topic	Discussion	Follow-up
Review of October's Minutes	Chana Baker motioned to accept the minutes as presented. Korene Silvestri seconded. Motion carried.	Becky Yesenczki will forward the approved minutes to the President's Office for inclusion on the college's webpage.
Patient Care Technician, CAS, 1st Reading, Linda Shelek	Pre/coreqs changing for PCT 101 and 151. Removing HPE 110 from the curriculum and replacing with AHS 103. Also restricted electives and math core electives changing in order to assist students who are moving to a two-year degree option. With the new electives, a note needs to be added so students understand they must have a total of 6 credits of electives. Removing the HPE 110 class will eliminate the student's option of getting a CPR card in this class. As a result, students will have to get the CPR card on their own. Janet and Linda will discuss ways to make sure students are aware of how to get a CPR card. ENG 101 will no longer be a co-req to PCT. However, BIO 114 and 115 will. A note will need to be added to the program information informing students that if they drop BIO 114, they will be removed from PCT 101 and will not be able to take PCT 151. Also, students will need to be informed that dropping BIO 115 while enrolled in PCT 151 will cause withdrawal from PCT 151.	Linda Shelek will need to change CP to CAS in the header of the proposal. Add note to elective area of program layout, 6 elective hours required. Janet and Linda need to discuss options to offer students to obtain a CPR card. Add note to program layout regarding the consequences of dropping BIO 114 or 115. Revised proposal will need to be brought to December's meeting.

<p>APT 1XX Introduction to Welding, 2nd Reading, Dave Raveaux</p>	<p>Changes requested from first reading were made. Joyce Britt motioned to accept the proposal. Adam Beatty seconded. Motion carried.</p>	<p>A signed copy of the proposal will need to be sent to Kathy Herrington. Dave Raveaux will need to send the credentials needed to teach this course to Becky Yesenczki for inclusion in the credential matrix.</p>
<p>Medical Assisting, CAS and AAS proposal, 1st Reading, Michele Watson</p>	<p>Course description change for AHS 108. Greg Winland motioned to accept the first reading and waive the second reading. Mary Ann Merz seconded. Motion carried.</p>	<p>Becky Yesenczki will present to Dr. DeAtley and Dr. Riley for final signatures.</p>
<p>Medical Assisting, CAS and AAS proposal 1st Reading, Michele Watson</p>	<p>Changes to several MAS courses regarding credit hours, course descriptions, and pre & pre/coreqs. Changes are needed to realign for compliance with accrediting board. There was discussion on a couple of minor changes that need made to the proposal. Korene Silvestri motioned to accept the first reading. Chana Baker seconded. Motion carried.</p>	<p>Changes required for second reading are: page 2, add restricted elective deleted; page 4, change fall 2014 to fall 2017; page 7, add info to explain the acronyms and the date(s) they are active. Revised proposal needs brought to December's meeting for a second reading.</p>
<p>Health Information Technology, AAS, 2nd Reading, Korene Silvestri</p>	<p>Requested changes from first reading were made and presented. One final change was requested. Joyce Britt motioned to accept the second reading with the requested change. Michele Watson seconded. Motion carried.</p>	<p>Requested change on page 2, add that soc sci core is moving from first year spring to second year spring. Submit revised, signed proposal to Kathy Herrington. Forward credentials to teach the new courses to Becky Yesenczki.</p>
<p>ENG 09X, New Developmental English Course, 1st Reading, Chana Baker</p>	<p>Proposal to add a 2 credit hour college writing class that would run as a co-req with ENG 101 enabling students who need developmental English to complete it at the same time as college level English. Currently, this class is running as a special topics pilot and is successful. The action is in direct response to the state of West Virginia's request to accelerate students through developmental education. Discussion occurred</p>	<p>Prerequisites for the new course need to be listed on the MCG. Also, credentials to teach the new course need to be identified. Proposal will be brought back in December for a second reading.</p>

	<p>regarding the lack of the current ENG 097 being the only pre-req to some college level courses requiring research papers. ENG 097 does not prepare students for this. The committee needs to look at classes that require research papers and the pre-req of ENG 097. Should the pre-req be changed to ENG 101? The proposed MCG for the new course does not list prerequisites. This information needs added for a second reading. Michele Watson motioned to accept the first reading. Mary Marlin seconded. Motion carried.</p>	
<p>Business Administration, Business Studies, 2+2, WVU, AAS, Marian Grubor</p>	<p>A revised proposal was requested for a second reading and was not received in time for this meeting.</p>	<p>Marian Grubor was informed that a revised proposal would need to be submitted for consideration at December's meeting.</p>
<p>APT 1XX – Soft Skills for Industry, Karri Mulhern</p>	<p>Proposal was not submitted for November meeting as Karri Mulhern has not been able to get a consensus on adding this course to the programs.</p>	<p>Proposal is on hold until further notice.</p>
<p>Pre-Social Work, Bethany College, 2+2, AA, 1st reading, Kathy Herrington</p>	<p>Additional hours students can take at Northern to assist with progression at Bethany have been identified. Questions arose regarding how students could take the extra courses at Northern for transfer to Bethany and still receive financial aid. Students have the option of completing the 2+2 degree, then declaring a new major to allow the additional classes to be financial aid eligible. The committee's primary concern was making sure the student could do as much work as possible at Northern making the transfer to Bethany an easier process. Joyce Britt motioned to accept the first reading and waive the second. Korene Silvestri seconded. Motion carried.</p>	<p>Becky Yesenczki will present to Dr. DeAtley and Dr. Riley for final approval.</p>
<p>Other Business</p>	<p>MATH 108 needs changed in order to meet transferability. Janet Fike stated it should have</p>	

	<p>another number rather than 108 and be treated as a new course.</p> <p>Kathy Herrington reported that an additional option for the community education 2+2 with WLU will be coming. The concentration will be early childhood education. Janet Fike stated it would be worth exploring a separate early education endorsement because she is seeing more education majors. These majors help in enrollment in our Math for Teachers courses. Kathy is also working with WVUP on a BAS in child development.</p> <p>Becky Yesenczki reported that all approved proposals from October's meeting were signed by both Dr. DeAtley and Dr. Riley.</p> <p>Janet Fike reported that we have degrees that specify a history core requirement. However, the courses that fulfill this requirement are not identified in the catalog. Rather than change the gen ed core pages in the catalog, Becky Yesenczki will identify programs that require a history core and will note the classes that will fulfill the requirement on the program layout page.</p> <p>Kathy will bring white chili and vegetable soup to the next meeting. Others are invited to bring snacks, cookies, etc.</p> <p>Chana Baker motioned to adjourn the meeting. Korene Silvestri seconded. Motion carried. Meeting adjourned at 3:00 pm.</p>	
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Respectfully Submitted by: Becky Yesenczki